

APPLICATION CHECKLIST: FORM A

ALL APPLICATIONS

To be Completed by the Borough:

Application Number: _____

Date/Time Received: _____

Checklist Received By: _____

(name)

(signature)

To be Completed by the Applicant:

Name of Development: _____

Tax Block(s) & Lot(s): _____

Property Address: _____

Block 507, Lot 15

20 Grant Avenue

Name of Applicant: _____

Mrs. Markosian

Mailing Address: _____

Phone: _____

Fax: _____

Email: _____

Name of Attorney: _____

Mailing Address: _____

Phone: _____

Checklist Prepared By: _____

MTH

(name)

(signature)

(date)

Items Required

1. Required Application Form.

Provided

☒

Waiver

Requested

☐

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All Applications

Borough of Dumont
Bergen County, New Jersey

Items Required

Provided

Waiver
Requested

- | | | |
|--|-------------------------------------|--------------------------|
| 2. Required Fees and Escrow Agreement. | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 3. Certification of Taxes Paid from Borough Tax Collector | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 4. Affidavit of Ownership. If the applicant is not the owner of the site, the applicant's interest in the site must be described (e.g., tenant, contract/purchaser, lien holder, etc.), and written permission of the property owner(s) allowing the applicant to file the application must be submitted.
<i>Check here <input type="checkbox"/> if not applicable.</i> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 5. Corporation or Partnership Owners. If applicant is a corporation or partnership applying for permission to subdivide a parcel of land into six (6) or more lots, or applying for a variance to construct a multi-family dwelling of twenty-five (25) or more units or for approval of a site to be used for commercial purposes, list the names and addresses of all stockholders or individual partners owning at least ten percent (10%) of its stock of any class or at least ten percent (10%) of the interest in the partnership, as required by N.J.S.A.40:55D-48.1 and 48.2.
<i>Check here <input checked="" type="checkbox"/> if not applicable.</i> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Inspection Permission. A statement from the property owner granting permission for the reviewing body and any of its experts to enter the subject premises for purposes of inspection in relation to the development application. | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 7. Waiver Requests. Statements requesting a waiver from any information item called for in Forms A through H, together with a statement of reasons why same should be granted. These must be provided if any item in the "waiver requested" column is checked off.
<i>Check here <input checked="" type="checkbox"/> if not applicable (i.e., if no waivers are being requested).</i> | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. County Application. If approval from the Bergen County Planning Board is required for any reason and an Application for approval has been made, a copy of the Application submitted to the Bergen County Planning Board must be attached.
<i>Check here <input type="checkbox"/> if not applicable.</i> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 9. Wetlands Documentation. One of the following must be provided.
<i>Check here <input checked="" type="checkbox"/> if not applicable.</i> | <input type="checkbox"/> | <input type="checkbox"/> |
| a. A letter of interpretation from the New Jersey Department of Environmental Protection (NJDEP); | <input type="checkbox"/> | |
| b. A letter of exemption from the NJDEP; | <input type="checkbox"/> | |
| c. A copy of any application made to the NJDEP for any permit concerning a proposed regulated activity in or around freshwater wetlands; or | | |
| d. Documentation from a qualified professional demonstrating that no wetlands exist on the site and that no wetlands exist on adjacent properties that would affect or limit development on the site. | <input type="checkbox"/> | |
| 10. Additional Forms. A complete checklist must be provided for at least one of the following types of development proposals: | <input type="checkbox"/> | <input type="checkbox"/> |
| a. Form B: Minor Site Plan | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| b. Form C: Minor Subdivision | <input type="checkbox"/> | <input type="checkbox"/> |
| c. Form D: Preliminary Major Site Plan | <input type="checkbox"/> | <input type="checkbox"/> |
| d. Form E: Preliminary Major Subdivision | <input type="checkbox"/> | <input type="checkbox"/> |
| e. Form F: Final Major Site Plan | <input type="checkbox"/> | <input type="checkbox"/> |
| f. Form G: Final Major Subdivision | <input type="checkbox"/> | <input type="checkbox"/> |
| g. Form H: "c" Variance(s) or "d" Variances(s) | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 11. Copy of Tax Map Sheet. Showing the site and its existing block and lot numbers. | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

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Borough of Dumont
Bergen County, New Jersey

<u>Items Required</u>	<u>Provided</u>	<u>Waiver Requested</u>
12. Key Map. The map shall show the location of the subject site in relation to the surrounding area(s), within at least 200 feet of the site's boundaries. The map shall include the following components:	<input checked="" type="checkbox"/>	<input type="checkbox"/>
a. Title block, containing the names of the applicant(s), owner(s), and preparer(s), block and lot numbers, street address, date prepared, and date of last amendment.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. Space for Borough signatures.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
c. Scale of map, both written and graphic. The scale shall contain no more than 50 feet to the inch.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
d. North arrow.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
e. The existing property lines of the subject site and of adjacent properties within 200 feet of the site, with dimensions of same.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
f. The location and width of any street right-of-ways, abutting the property or within 200 feet of the site.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
g. Name, license number, signature, and seal of the qualified professional who prepared the map.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
13. Zoning Map. Zoning district(s) in which the site is located, and the district(s) of adjacent properties within 200 feet of the site. This map will also include all information required for the Key Map (see Item #12 above).	<input checked="" type="checkbox"/>	<input type="checkbox"/>
14. Existing Features Map. Showing the following aspects of the site and its surroundings. This map will also include all information required for the Key Map (see Item #12 above).	<input checked="" type="checkbox"/>	<input type="checkbox"/>
a. Location of existing easements or right-of-way (including streets, railroads, and utilities) within 200 feet of the site. Street names shall be shown on the map.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. Location of natural features within 200 feet of the site, including existing grade and contour information, woodlands, streams and other watercourses, ponds and other water bodies, wetlands, flood hazard areas, and rock outcrops.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
c. Location of existing buildings or all other structures on the site and on adjacent properties within 200 feet of the site, and their setbacks from existing property lines. Structures to be shown include, but are not limited to, walls, fences, culverts, bridges, roadways, utility towers, free-standing signs, etc.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
d. Location of existing parking, loading, driveways; sidewalks, landscaping, and and free-standing signs on the site and on adjacent properties within 200 feet of the site.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
e. Location of any sites, structures, or districts on the site or within 200 feet of the site that are listed on the national or State Registers of Historic Places.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
f. Location of underground infrastructure on the site, including storage tanks, wells, septic systems, and connections to public water or sewer lines, and dimensions of same.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
15. Photographs. Submission of photographs of existing conditions on and around the site, including but not limited to structures, street frontage, open space, signs, lighting, landscaping, parking lots, etc.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
16. Protective Covenants or Deed Restrictions. A copy of any such covenants or restrictions affecting the site shall be provided. If none exist, an affidavit from the property owner(s) certifying that no such covenants or restrictions exist shall be submitted.	<input type="checkbox"/>	<input type="checkbox"/> n/a
17. List of Property Owners. A copy of the certified list of property owners within 200 feet of the subject site prepared by the Planning Administrator. Said certified list shall be no more than 90 days old.	<input checked="" type="checkbox"/>	<input type="checkbox"/>

*Application Checklist
Form A
All Applications*

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Bergen County, New Jersey*

<u>Items Required</u>	<u>Provided</u>	<u>Waiver Requested</u>
18. Other Required Applications and Approvals. A copy of any and all required applications submitted to other governmental or quasi-governmental entities, a statement as to the status of such applications, and a copy of any and all approvals obtained from any such entity. Check here <input checked="" type="checkbox"/> if not applicable.	<input type="checkbox"/>	<input type="checkbox"/>

APPLICATION CHECKLIST: FORM H

"c" Variance or "d" Variance

To be Completed by the Borough:

Application Number: _____
Date/Time Received: _____
Checklist Received By: _____ (name)

_____ (signature)

To be Completed by the Applicant:

Name of Development: _____
Tax Block(s) & Lot(s): Block 507, Lot 15
Property Address: 20 Grant Avenue

Name of Applicant: _____
Mailing Address: _____

Phone: _____
Fax: _____
Email: _____
Name of Attorney: _____
Mailing Address: _____

Phone: _____
Checklist Prepared By: MJH (name)

_____ (signature)
_____ (date)

PLEASE NOTE: If the variance application is part of a site plan or subdivision application, the information submitted in the site plan or subdivision application may also be used to fulfill the requirements of this checklist.

Application Checklist
Form H
"c" Variance or "d" Variance

Borough of Dumont
Bergen County, New Jersey

Items Required	Provided	Waiver Requested
1. Development Description. A general description of the proposed development, including:	<input checked="" type="checkbox"/>	<input type="checkbox"/>
a. The proposed use(s) of each building.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. The number of housing units, the amount of non-residential floor area, and expansion potential incorporated in any building design.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
c. A table of proposed setbacks, lot areas, lot widths, building coverages, lot coverages, building areas, floor area ratios, residential density, number of regular and handicapped parking spaces, and gross area of landscaping, compared to the related zoning requirements.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
d. The hours of operation of any businesses, the number and frequency of shipments and deliveries, and the nature of materials and chemicals used on the site.		
2. Impact Evaluation. A detailed assessment of the effects of the development on the site itself, adjacent properties, the neighborhood, and the Borough as a whole. The number of residents and/or employees who will occupy or use the site will be estimated. The analysis shall examine the effects upon the natural environment, land use patterns, traffic and circulation, visual quality, utility service, and drainage. It will also examine any potential safety hazards, any noise, glare, vibration, heat, odor, or air and water pollution associated with the use(s).	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3. Proposed Development Map. Showing the following aspects of the proposed development project. This map will also include all information required for the Key Map (see Form A).	<input checked="" type="checkbox"/>	<input type="checkbox"/>
a. Location of proposed buildings and structures, including dimensions of same, and showing setbacks from front, side, and rear property lines.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. Location and layout of proposed parking, loading, driveways and other vehicular circulation areas, sidewalks, bicycles paths or lanes, and dimensions of the same.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
c. Location of any proposed easements or right-of-ways, if any, and the dimensions of same, to a minimum distance of 200 feet beyond the tract boundaries.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
d. Location of proposed signs, fences, walls, and similar improvements. If no signs are proposed, a statement indicating same shall be submitted.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
e. Location of landscaping areas, and dimensions of same.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
f. Location of disposal containers, recycling containers, and monitoring wells, if such wells are required.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4. Floor Plans and Elevations. If new buildings, expansion of existing buildings, or interior renovations are proposed, floor plans for existing and proposed buildings shall be submitted. Floor plans shall show the use and layout of internal space, and elevations shall show front, side, and rear building facades, both at a scale not exceeding eight (8) feet per inch. Floor plans and elevations shall be prepared by a New Jersey licensed architect.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5. Design and Signage Plan. The height, size, materials, and type of construction for all signs, fences, walls, outdoor lighting, disposal containers, recycling containers, and monitoring wells shall be illustrated in scale drawings.	<input checked="" type="checkbox"/>	<input type="checkbox"/> N/A

APPLICATION CHECKLIST: FORM B

Minor Site Plan

To be Completed by the Borough:

Application Number: _____

Date/Time Received: _____

Checklist Received By: _____

(name)

(signature)

To be Completed by the Applicant:

Name of Development: _____

Tax Block(s) & Lot(s): _____

Property Address: _____

Block 507, Lot 15
20 Grant Avenue

Name of Applicant: _____

Mailing Address: _____

Phone: _____

Fax: _____

Email: _____

Name of Attorney: _____

Mailing Address: _____

Phone: _____

Checklist Prepared By: _____

(name)

(signature)

(date)

Application Checklist
Form B
Minor Site Plans

Borough of Dumont
Bergen County, New Jersey

Items Required	Provided	Waiver Requested
1. Development Description. A general description of the proposed development. The description shall include a table of proposed setbacks, lot areas, lot widths, building coverages, lot coverages, building areas, floor area ratio residential density, number regular and handicapped parking spaces, and gross area of landscaping, and compare these figures to the related zoning requirements. The description shall also include, but not be limited to, the number of housing units, the amount of non-residential floor area, the number of residents and/or employees, the hours of operation, the number and frequency of shipments and deliveries, and the nature of materials and chemicals used on the site.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. Impact Evaluation. A brief assessment of the effects of the development on the site itself, adjacent properties, the neighborhood, and the Borough as a whole, including but not limited to effects upon the natural environment, land use patterns, traffic and circulation, visual quality, utility service, and drainage.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3. Contour Map. Contours to determine the natural drainage of the land. Intervals shall be two feet up to 10% slope and five feet for more than 10% slopes. This map will also include all information required for the Key Map (see Form A).	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4. Proposed Development Map. Showing the following aspects of the proposed development project. This map will also include all information required for the Key Map (see Form A).	<input checked="" type="checkbox"/>	<input type="checkbox"/>
a. Location of proposed buildings and their setbacks from property lines.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. Location of proposed parking, loading, driveways, sidewalks, landscaping, and signs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
c. Location of existing buildings or structures to be removed or demolished, which shall be indicated by dashed lines.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5. Proposed Floor Plans and Elevations. For all proposed buildings and alterations including but not limited to changes to existing building facades. All floor plans and elevations shall be prepared by a New Jersey licensed architect.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6. Signage Plan. The height, size, materials, and type of construction for all signs shall be illustrated in scale drawings.	<input checked="" type="checkbox"/>	<input type="checkbox"/>